



Lamar University – M.Ed. in Educational Technology Leadership

Field-based Activities Monthly Report: Log

Instructions: Enter the total number of internship hours that you had worked at the start of the month in the upper right cell. Remember that you must log a **minimum of 100 hours** of field-based experience. For each month, enter a brief description of your internship activities for that week in the top row. Enter the ISTE Technology Facilitation standard(s) and Indicator in the second row. Use the third row for each week to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the day.) Enter the hours you worked for each week at the end of the row. Total the month's hours, then enter the total number of internship hours that you have worked as of the end of the month. There needs to be a minimum of 33 Campus- or District Supervised Activities that encompasses the 33 ISTE Technology Performance Indicators and eight Technology Facilitation Standards.

Date: <u>April 2012</u>		Total Internship hours at the start of the month:	1589.8
Week	Functions	Description	Hrs
1	Week's Activities	Fix misspelled information on Calendar and notices. Updated laptops for TELPAS testing. Setup online sessions for TELPAS testing registered students for TELPAS testing. Helped GT teacher with video conference management for Read across Texas interactive Video production; Computer in lab gave virus notice, quarantined it, rolled it back. Attended Regional ASCD Meeting and Curriculum and Instruction Advisory Panel Meeting. Emailed James Teleco about school board meeting May 18 th . No school Thursday and Friday took .5 day Wednesday to take daughter to ASU for open gym and campus walkthrough.	17.3
	Standard/Indicator	TF-IV.A.1, TF-V.A.1, TF-V.B., TF-V. D.1, D.2, & D.3, TF-VI.A, TF-VI.A.1-A.2, TF-VII.A.3, TF-VII.A.5 & A.6, TF-VII.B.3 & B.5, TF-VI.D.1, TF-VI.E & E.1,	
	Communication with Mentor	Discussed blocking Pinterest since virus seemed to originate from there; Principal did not want site blocked. Attending Curriculum Advisory Panel Meeting in Victoria, administrators request additional information about CSOPE.	
2	Week's Activities	Setup Laptops, ie. All updates, browsers, flash, etc. for online TELPAS testing. Servers got updates Tuesday, started getting very unusual events. Worked with Pearson tech support to achieve best login possible for testing. Dmoy issues, Houdmann login issues, Added new student to online SRA applied TxEIS updates. Principal's machine went down on the 13 th —It appears to be viral in nature rather than bad harddrive. Scanned it, with MSdefender. It did not find anything, applied a file retriever as she lost all most recent documents. Found several thousand. Some useable, some not. Her daughter, last user on same Pinterest site. Also, when she got bogus AV install message, she tried to install it. Rolling her machine back did not get deleted files back.	41.9
	Standard/Indicator	TF-V.C.8, TF-VII.A.3, TF.VII.A.6, TF-IV, TF-IV.B.1, TF-IV.C, TF-V.D.2, TF-VI.D,	
	Communication with Mentor	Discussed Principal's machine issue, intermittent connectivity issues with grade book and unusual messages on old server coupled with size constraints we need to start considering updating servers.	
3	Week's Activities	H.R. person in the hospital. I filed the 941 and created a quarterly reconciliation spreadsheet for her. Her printer jamming, located cause;	

		<p>priced repair part alone over \$500. Priced other printers, setup new student in Photoshop class. Located file recovery tool for principal. Worked on that getting RPC errors in exchange. Got some files to recover, others would not. Backed up Joomla, Exchange seems to be under a heavy load, harddrive latency issues timing out. Need bigger, faster drives. No space for Global Catalog to co-exist, etc. Purchased new Artiseer for Joomla 2.5 template and storefront template. Readied Fitness gram for School Nurse. Prepared for simple telephone system presentation and introduced the Vendor representative to the school board of vendor that had the lowest bid on the system that seems best to meet our need.</p>	51.2
	Standard/Indicator	TF-VII.A.5-8, TF-VII.B1-B.6	
	Communication with Mentor	State of servers, state of computer AV, switch issues, internet access. Presentation for phone system to school board.	
4	Week's Activities	<p>Email was down, when restarted the server, it took two tries and over two hours for it to configure itself to come back on. When it did, it had records from before switch to this server, and did not recognize this server as being in the domain. I contacted Microsoft and made arrangement to get to Dell tech support in case it turned out to be a hardware issue. Microsoft worked on the server Tuesday evening for 3 hours. It was really weird. PET file went through Thursday; Switches in elementary are not up- did not realize their UPS battery also flaky, replaced the batteries in the UPS. Intermittent issues related to DNS problems in main file server. Called Microsoft again thinking it was related to the email issue. Made arrangements to work on it April 30 th when I returned from San Angelo.</p>	38
	Standard/Indicator	TF-VIIA.6-8, TF-VII.B.1-7,	
	Communication with Mentor	What is wrong with servers?? Dell Tech. support may be needed for Dell server. Received approval to purchase that and two interim use servers that I can go get in an emergency at Altex in San Antonio.	
5	Week's Activities	Worked with Microsoft Tech Support for several hours Monday evening.	15.5
	Standard/Indicator	TF-VIIA.6-8, TF-VII.B.1-7	
	Communication with Mentor	Updated on Microsoft findings, diagnosed elementary switch issue as combination UPS and switch faulty restart issue (It took 4 or 5 restarts to get it up). Discussed need to hold Amer to switch warranty and get them replaced.	
Hours worked this month:			163.9
Total Internship hours to date including this month:			1753.7